

**Winchester Parks & Recreation  
Parks & Recreation Advisory Board - Minutes  
October 26, 2020  
Social Hall, Active Living Center  
6:30 PM**

**1. Welcome & Call to Order – President Bill Stewart**

**2. Attendance Roll Call**

**Present:** Bill Stewart (President), Cal Allen, Scott Jenkins, James Lowe, Casey Stine, and Chris Way

**Absent:** Mike Miller (Vice President), Regina Coates, and Andy Gail

**City Staff:** Lynn Miller and Samantha Crisman

**Press:** None

**3. Approval Minutes –**

**3.1** A motion to approve September 26, 2020 meeting minutes was made by Cal Allen and seconded by Casey Stine. All were in favor; the minutes were approved.

**4. Introductions & Presentations**

**4.1** Introduction of James Lowe, newly appointed member Advisory Board – Bill stated we are glad that he's here and we look forward to working with him on the board.

**4.2** Presentation of Resolution to Kee Construction for their Assistance with the Abrams Creek Wetlands Plaque – Lynn gave a backstory of the grants received by the Winchester-Clarke Garden Club and the plaque. We thought it was very appropriate to thank them for their help in mounting the plaque. Cal moved to approve the resolution, Casey seconded, and the motion was unanimously approved.

**5. Public Comments –** Mitch Moore attended the meeting to bring the Advisory Board up to date on the ball field project. It has been a year since the Board gave their approval. The pandemic threw a lot of curve balls at the project, but the university was able to move forward with certain aspects of the project. The agreement was modified with the City Manager, City Attorney and Lynn. They are doing ~ \$650,000 of renovations on Bodie Grim and Henkel Harris which began August 5<sup>th</sup>. Concrete has been poured for the new bleachers and press box at Bodie Grim, new foul lines are up, they've moved the infield, will be pouring concrete for sidewalks between Bodie and Bridgeforth, and work will begin on the dugouts next week. Clark Companies has done an excellent job so far. March is the goal to be done and they believe it will be done well in time for the high school baseball and softball seasons. Bill thanked Mitch for his update and commented that we look forward to seeing the finished project. Mitch added that work will be done on Bridgeforth and Rotary next year.

## **6. President's Report –**

**Ruth Jackson Memorial Park Dedication Ceremony** – Bill commented on what a beautiful day we had for the ceremony. He appreciates all the board members that attended. It was great work for the Board and the P&P committee. Thank you for your work on the project.

**Andy Gail** – Officially resigned from the Board. Bill read a few key comments from Andy's resignation letter and reason for resignation. He thanked Andy for his service and his effort while he was on the board.

## **7. Board Member Comments - None**

## **8. Report – Projects & Programs Committee - None**

## **9. City Manager Comments – None**

## **10. Director's Report**

### **10.1 Administration**

Bodie Grim and Henkel Fields became the responsibility of Clark Company contractor for Shenandoah University on October 5<sup>th</sup> to initiate improvements to the fields in accordance with the Memorandum of Agreement between the City of Winchester and Shenandoah University. The improvement project for the fields is scheduled to be completed by early March 2021 facilitating the use of the fields for Handley Baseball, Softball and Shenandoah Softball.

### **10.2 Virginia High School League (VHSL)**

The VHSL Executive Committee has adopted Championship + 1 Schedule. The schedule has identified 4 Seasons beginning on December 14<sup>th</sup> with the Winter Season and continuing. The seasons impact the department as we host Swim, Baseball and Softball. A plan for swim meets is being developed in a coordinated effort by Parks & Recreation Staff, and the Athletic Directors and Coaches of the various high schools. It is currently being reviewed by the City Manager. Will be much different than any previous year. We are going to try to find a way to live stream so that members of the community can view the meets.

### **10.3 Ruth Jackson Memorial Park**

The Ruth Jackson Memorial Park located at the corner of S. Kent and East Cecil Streets was dedicated Thursday, October 15, 2020 at 11:00 AM. It was a mild cloud free day and Mayor Smith presided over the ceremony. The new design for the signs identifying Winchester Parks was unveiled for the first time and the historical marker depicting Ruth's Tea Room was also unveiled. Vivienne Jackson, daughter of Ruth Jackson and former owner/operator was present for the ceremony which was attended by about 60 individuals including members of City

Council, the P & R. Advisory Board, friends of Vivienne Jackson and members of the public. This is the first new park to be dedicated in the City since the dedication of Timbrook Park.

The park is strategically located immediately adjacent to the Green Circle Trail, is located on a historical site in the downtown area, is immediately adjacent to a portion of the Green Circle Trail. If you have not had an opportunity to visit Ruth Jackson Memorial Park, I would encourage you to do so.

Thank you to board members Cal Allen, Andy Gail, Bill Stewart, Chris Way and former board member Shelly Lee for attending the dedication ceremony.

#### **10.4 Aquatics**

##### **Indoor Aquatics Facility**

Operations of the Indoor Facility are continuing and are being utilized daily by individuals in the community. The occupancy load continues to restrict full utilization of the facility and programming prior to the Coronavirus. As previously stated, we are working closely with the Virginia High School League and the local high schools to assure the high school swim season can be conducted.

We did have two lifeguards test positive for COVID and four other staff members were exposed. The indoor pool was closed on October 23 and 24 due to staffing issues because of the exposure. Operations are back to normal.

#### **10.5 Maintenance**

Mowing Operations are slowing due to the cool weather and winter projects are being reviewed for completion during the winter season.

Full Time Maintenance Tech Position – One full time maintenance technician position has been filled. Abel Mondragon was offered the position and accepted the position. His first day on the job was today. We look forward to having him as a member of the Maintenance Division and Department.

Wilkins Lake and Surrounding Area - Maintenance Program is continuing as staff and scheduling is available.

#### **10.6 Facilities**

Parks continuing to Host City Council Meetings in Social Hall Until Further Notice

Domestic Water Lines located in the roof/ceiling system of the Active Living Center have developed pin holes resulting in multiple leaks from the ceiling area. Apparently, there was some reactivity between the water and the copper piping which resulted in the pin holes. The leaks have created significant damage to the ceiling tiles, the partition between kitchen and the corridor, floor tile in the kitchen and pantry and possibly damage to the carpet in the Recreation Room. An insurance claim has been filed and mitigation and repair efforts have been initiated. Gear Clean was in on Thursday to begin the drying process. We are now

waiting on the contractor to come quote repairs on the damage. Riddleberger is recommending a few changes to prolong the life of the new pipes.

## **10.7 Staffing – Hiring Freeze Continuing – Vacancy Status**

### **Administration:**

Administrative Assistant – a candidate has been selected. They have the background we needed to be able to move the department forward. First day will be November 7, 2020. Molly and Sam are ecstatic.

### **Community Recreation & Special Events**

Comm. Rec. & Special Events Specialist - Vacant

### **Aquatics**

Aquatics Specialist – Two full time Aquatics Specialist positions are vacant. One position has been posted and applications are being received.

Part time Lifeguard Positions – **2 Onboarded**

### **Maintenance**

Superintendent - Robert Garrett – Serving as Interim Superintendent - Vacant

Maintenance Tech – **1 Full Time Maintenance Tech Position Filled**

Seasonal – No Interviews Conducted

### **Facilities**

1 Part-time Custodian vacant

Front Desk Staff – Down 2 – 3 Part time Positions

### **Child Care**

Several Part Time Positions

## **11. Assistant Director Report**

### **11.1 Parks & Recreation Seasonal Guide**

Winter/Spring 2021 Guide – Design Schedule Established

### **11.3 Abrams Creek Wetlands**

The dedication and volunteer cut were held on October 2<sup>nd</sup> and 3<sup>rd</sup>. Thank you to Shelly for attending the dedication and to Kee Construction for their help in mounting the plaque. The wetlands look great!

### **11.4 Special Events**

More information will be forthcoming regarding Christmas programming.

Tree Lighting – The customary tree lighting is being deferred in lieu of a virtual tree lighting ceremony. This will provide the opportunity for view the tree

lighting and the shenanigans of Elves in the safety and comfort of the individual's home.

Letters from Santa – Continues to be a go. Yeah!!!!!!

#### **11.5 Athletics**

Fall Volleyball League will start next week and enrollment is healthy.

Renovations have begun on Bodie Grim and Henkel Harris Fields

#### **11.6 Community Recreation**

Private Music Lessons – Being Scheduled and conducted

Community Yoga and Veterans' Yoga will start in November

#### **11.7 Child Care**

School Year – Full day program developed and approved, registration began Monday August 24, 2020 and is Continuing. Program Modeled after WPS Hybrid Program. Currently have 20 children registered, 10 each Day Four Day Per Week. We have now added Wednesdays and are partnering with Winchester Learning Labs to provide tutoring to students. When tutoring resources are identified and become available.

### **12. Additional Items -**

**12.1 Ash Tree Removal/Replacement Program** – As reported last month the department applied for a 50%-50% matching grant through the Virginia Department of Forestry (VDOT) to Remove and Replace Dead and Standing Ash Trees killed by the Emerald Ash Beetle. The department has been awarded the grant and will receive a total of \$4,960 for the removal and replanting of the Ash Trees. This coupled with department budgetary funds will assist in removal of the dead and standing trees, stump removal and replanting of trees. Fourteen trees have been identified to be removed and replaced.

#### **12.2 City Code – Section 18.3 – General Powers and Duties – Parks & Recreation Advisory Board –**

Consulting with and advising City Council and conferring with community organizations, businesses, etc. to discuss parks & recreation activities and to receive input. (Attached Section 18.3 – Powers & Duties).

Consider format for meeting with community organizations and businesses and identify those organizations which should be included in the discussion as well as date and time to receive community organizations input.

Casey suggested this be assigned to the Projects and Programs Committee. Any and all civic organizations, partner groups, businesses, and any members of the community would be invited to attend and give input on the needs of the community in relationship to the park. Cal suggested we devise a list of organizations in each of the categories and come up with a schedule to invite the groups to meetings. Casey stated it is important to keep dialogue open. Cal will work with Parks and Rec staff to compile the list and get moving.

### **12.3 Board Membership Status**

Regina Coates Eligible for Re-appointment. Awaiting Confirmation

Shelly Lee – Term has expired serving until vacancy filled

Hector Robertson – Term expired serving until vacancy filled

Katie Jordan – Term expired – position filled

Chris Way – Appointed - July 14<sup>th</sup> – 3 yr. term 7.13.2023

B. Scott Jenkins – Appointed July 14<sup>th</sup> – 3 yr. term 7.13.2023

#### **Newly Appointed Advisory Board Members**

James Lowe – Appointed October 13<sup>th</sup> – 3 yr. term 10.12.2023

With Andy Gail's resignation, there will be one seat open on the Board.

### **13. Next Regular Meetings –**

**13.1** Monday, November 16, 2020

6:30 PM

War Memorial/Active Living Center

### **14. Closing Comments Director - None**

**15. Closing Comments President** – Welcome to Pete Lowe and thank you to everyone who is on the Board. Also, thanks to Cal for taking on the new project.

### **16. Closing Comments Board Members - None**

### **17. Motion to Adjourn**

**17.1** With no further business to discuss, a motion to adjourn the meeting was made by Casey Stine, seconded by Cal Allen, and approved unanimously. The meeting adjourned at 7:36pm.